



California Public
Employees'
Retirement System

Open Statewide
Continuous Filing
Examination For:

SENIOR PORTFOLIO MANAGER, PERS (Real Estate)

An Equal Opportunity Employer offering equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

OPEN - STATEWIDE

This is an open examination. Career credits do not apply.

CONTINUOUS FILE EXAMINATION

This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.

WHO SHOULD APPLY

Applicants who meet the requirements for admittance to the examination.

HOW TO APPLY

Applications (Form 678) may be filed in person or by mail to:

California Public Employees' Retirement System

400 P Street, Room 3260

Sacramento, California 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

****You must indicate on your application that you are applying for the Senior Portfolio Manager (Real Estate) examination. You must also include Examination Code 4PA0404 on your examination application.****

A completed supplemental application must be submitted along with a completed standard state application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: Minimum \$10,916 Maximum \$14,363

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application examination weighted 100%. Candidates who meet the minimum qualifications for the examination will have their supplemental applications scored. Examination interviews will not be held. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination. Please allow up to six weeks to receive your examination results.

TESTING PERIOD

A candidate may be tested only once in a 12 month period. Names of

successful competitors are merged onto the eligible list in order of final scores, regardless of test date. The names will remain on the list for a period of 12 months.

ELIGIBLE LIST INFORMATION

An open eligible list for Sacramento will be established for the California Public Employees' Retirement System.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc.. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: Two years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Real Estate).

Or II

Experience: Seven years of broad and extensive real estate investment experience for a large financial institution, real estate investment or development firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large portfolio of real estate investments. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Real Estate). AND

The following education is required when non-California State service is used to qualify: Education: Equivalent to graduation from college with major work in business administration, economics, finance, real estate, or a closely related field.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SPECIAL REQUIREMENT

Must be able to qualify for a surety bond.

POSITION DESCRIPTION

The Senior Portfolio Manager, CalPERS (Real Estate) assists program managers, supervises or guides of Portfolio Managers, performs investment management and internal administrative functions on behalf

POSITION DESCRIPTION Continued

Officer in his/her absence. Positions exist with the California Public Employees' Retirement System in SACRAMENTO.

SUPPLEMENTAL APPLICATION SCOPE:

A. Knowledge of:

1. Economic principles and trends, and their effect on real estate investments
2. Large scale institutional real estate investments, such as major residential or commercial developments, and their markets and market trends
3. Financing and capital markets for major real estate investments
4. Principles and practices for appraising the value of large properties, such as apartment buildings, shopping centers, or industrial developments
5. Performance measurement practices, real estate and contract law, and the legal procedures and documents involved with real estate transactions and agreements
6. Procedures and requirements for the purchase and sale of real estate
7. Due diligence requirements for major real estate investments
8. Real estate legal ownership (i.e., partnerships, LLCs, REITs, etc.) structures, fees, and characteristics
9. Environmental, labor relations, zoning, and other issues involved with real property ownership and development
10. Property management and leasing requirements and practices
11. Principles and practices of real estate portfolio construction and management
12. Balance sheets, income statements, and other financial statements involved in the analysis of real estate investments
13. Computer applications used in real estate investment management
14. External investment consulting resources
15. Principles and practices of supervision, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

Ability to:

1. Gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations
2. Work effectively with the Board and gain their confidence
3. Perform financial and real estate investment analysis and reach sound conclusions
4. Set reasonable benchmarks and performance criteria for real estate investments and monitor them effectively
5. Adapt effectively to changing real estate market conditions
6. Maintain an up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative real estate investment strategies
7. Work effectively with a broad variety of external contacts, such as external consultants and investment partners and negotiate agreements that uphold and further CalPERS investment interests
8. Make clear and concise oral and written presentations
9. Establish and maintain cooperative relations with those contacted in the course of work
10. Plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment
11. Assist in planning and directing the real estate investment program
12. Perform various investment management and internal administrative functions on behalf of the Senior Investment Officer
13. Act as Senior Investment Officer in his/her absence

SPECIAL PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

Open – No Veterans Preference – Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

It is the candidate's responsibility to contact the CalPERS Personnel Office (916) 326-3065 and Calif. Relay Service 711 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

***California Relay Service for the Deaf or Hearing Impaired**



**Portfolio Manager and Senior Portfolio Manager (Real Estate)
Supplemental Application
Open Series-Examination**

The California Public Employees' Retirement System (CalPERS) is a civil service agency of the State of California. As stated in the Constitution of the State of California, Section 1. (b) "In the civil service, permanent appointment and promotion shall be made under a general system based on merit ascertained by competitive examination." The merit system requires that competitive, job related examinations be utilized to determine the relative qualifications of applicants for employment and enables State agencies to hire the most qualified eligible candidates, as determined by these examinations.

CalPERS is currently administering an Open civil service series-examination for Portfolio Manager and Senior Portfolio Manager (Real Estate). The examination will consist solely of a Supplemental Application. The Supplemental Application evaluation will be weighted 100% in determining a candidate's final examination score and rank on the resulting employment eligibility lists. There will be no examination interviews; however job interviews may be conducted. Only those candidates who meet the minimum qualifications for the job classification(s) for which they apply will have their Supplemental Application scored. A completed Supplemental Application must be submitted along with a completed standard State application (STD 678).

Successful candidates will be placed on CalPERS' employment eligibility list for Portfolio Manager (Real Estate) or Senior Portfolio Manager (Real Estate). The candidate's final score will determine his or her placement on the employment eligibility list. In Open State civil service examinations, candidates whose scores place them within the top three ranks on the employment eligibility list are considered reachable and may be considered for immediate employment.

Candidates who are successful in this examination, and whose scores place them within the first three ranks on the employment eligibility list, may receive a State of California Employment Inquiry form (STD 628) to determine their interest in employment with CalPERS. Candidates will be instructed to complete the Employment Inquiry form and return it to CalPERS Human Resources Division by a specified date. Failure by the candidate to respond to the Employment Inquiry form by the due date or failure to appear for a scheduled job interview will be considered a waiver. A candidate who receives three waivers will be placed on the inactive list for the job classification listed on the Employment Inquiry form.

Successful candidates are merged into the list in order of final scores regardless of date. A candidate's eligibility expires 12 months after it is established. Candidates who have a change of address during the examination process or during the twelve-month life of the eligibility list should send a change of address notification to:

CalPERS
Human Resources Division
400 P Street, Room 3260
Sacramento, California 95814

In their change of address notice, candidates should reference the title(s) of the employment list(s) on which their name has been placed.



**Portfolio Manager and Senior Portfolio Manager (Real Estate)
Supplemental Application
Open Series-Examination**

Name: (Please Print)	
Address:	
Telephone Number:	
Social Security Number:	

YOU ARE REQUIRED TO COMPLETE THE FOLLOWING CERTIFICATION FOR THE CaIPERS PORTFOLIO MANAGER AND SENIOR PORTFOLIO MANAGER (REAL ESTATE):

I hereby certify and understand that the information provided by me in this examination is true and complete and contains no willful misrepresentation or falsifications. I also understand, if it is discovered that I have made any false representations, I will be removed from the examination process or employment eligibility list resulting from this examination.

Your Signature:	
Date:	

Your Supplemental Application responses must be submitted along with your State employment application (STD 678). Attach this page to your Supplemental Application responses.

Please indicate which job classifications you are applying for:

- ☐ **Portfolio Manager (Real Estate) only**
- ☐ **Senior Portfolio Manager (Real Estate) only**
- ☐ **Both Portfolio Manager (Real Estate) and Senior Portfolio Manager (Real Estate)**



**Portfolio Manager and Senior Portfolio Manager (Real Estate)
Supplemental Application
Open Series-Examination**

Instructions: Describe your professional work experience in answering the following questions. Your responses should include the employer(s) at which your experience was acquired, the depth, breadth, and length of your experience, and your specific role and responsibilities as related to a given question.

If you are applying for Portfolio Manager (Real Estate), answer questions 1 through 3. Please limit your responses to no more than three double-spaced typed pages in total. If you are applying for Senior Portfolio Manager (Real Estate), answer questions 1 through 5. If applying for Senior Portfolio Manager, your responses should not exceed five double-spaced typed pages in total.

1. Real Estate Investments

Describe your experience managing the implementation of an investment strategy for real estate investments, both domestic and international (e.g., residential, commercial, industrial, and other real properties and/or securities).

2. Strategic Investment

Describe your experience preparing strategic investment plans for real estate portfolios.

3. Property Specialties

Describe your experience overseeing or implementing property purchase, management, financing, leasing, development, and sale activities. In your response, include your experience negotiating contracts or venture-related documents.

Answer the following two questions only if you are applying for Senior Portfolio Manager (Real Estate).

4. Real Estate Investment Standards

Describe your experience developing standards and policies for real estate investing.

5. Management and Leadership

Describe your experience planning, directing, and evaluating the work of subordinate portfolio managers and staff within a real estate investment program. In your response, include the number and level of the employees you managed.